



# ***JOB OPPORTUNITY***

**CALIFORNIA DEPARTMENT OF INSURANCE**

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## **STAFF SERVICES MANAGER I (SUPERVISOR)**

**\$5,079 - \$6,127**

**HUMAN RESOURCES MANAGEMENT DIVISION  
DEPARTMENTAL TRAINING/HEALTH & SAFETY UNIT  
SACRAMENTO**

### **RESPONSIBILITIES:**

Under general direction of the Chief, Human Resources Management Division, the incumbent is responsible for the direct supervision of the Departmental Training/Health and Safety Unit. Specific duties include: Provides functional supervision and management to Departmental Training/Health and Safety Unit staff; formulates special reports, policies, and procedures; provides technical expertise; resolves the most complicated and most complex cases and problems; trains, guides, and assists subordinate staff; identifies potential problem areas and provides alternative recommendations to staff. Oversees implementation and practical application of:

- Reasonable Accommodation policy and procedures
- Departmental Training Plan
- Illness & Injury Prevention Plan
- Workers' Compensation Program
- Return to Work Program
- Employee Assistance Program (EAP)
- Work Place Violence Prevention Program
- Drug Free Workplace Policy
- Cal OSHA
- Provisions of Bilingual Program

### **DESIRABLE QUALIFICATIONS:**

- Extensive working knowledge and experience in the Workers' Compensation function.
- Ability to oversee the development, implementation and administration of the Department's Human Resources functions, including demonstrated ability to effectively supervise and motivate staff responsible for administering Training/Health and Safety Programs.
- Skill in analyzing complex personnel problems.
- Experience in developing and maintaining various programs under the Human Resources Management Division.
- Effective presentation and communication skills both verbal and written.

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### **DO NOT SUBMIT APPLICATIONS TO CalHR**

**AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.**

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**WHO MAY APPLY:** Applications will be accepted from current State employees at the Staff Services Manager I (Supervisor) level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. SROA and Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

**APPLICATION PROCEDURE:** Submit a completed standard State of California application and a “**Statement of Qualifications**” (SOQ). The SOQ is a narrative discussion of your education, training, experience and skills as it relates to the desirable qualifications listed above and serves as documentation of each candidate’s ability to present information clearly and concisely in writing. This document should be typed and no more than two pages in length. Resumes do not take the place of the SOQ. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.

Send your application and SOQ to Tina Brown, Department of Insurance, 300 Capitol Mall, Human Resources Management Division, Suite 1300, Sacramento, CA 95814. **Please indicate “SSM I (Supervisor) 413-191- 4800- 002” on the State Application.** For additional information, please call (916) 492-3351.

**FINAL FILING DATE:**      **March 26, 2013 – Close of Business (5:00 pm)**

**NOTE:**      **Interested individuals must submit their application and SOQ by the final filing date in order to ensure consideration for this position.**

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